



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service  
Indian Health Service

Memorandum

AUG 25 1989

Date

From Acting Associate Director of  
Office of Administration and Management

SGM 89-4

Subject Correction Memorandum: Assignment of Special General Memorandum Status -  
Memorandum Dated May 3, 1989 - "Procedures for Requesting and Obtaining  
Approval of Leave"

TO Director  
Indian Health Service

Attached is a corrected Leave Procedures policy memorandum which **was**  
originally distributed on **May 3, 1989**, as uncontrolled correspondence.

To correct this problem, the Memorandum has been assigned Special General  
Memorandum status. The control number for this memorandum is SGM 89-4.

Should you have questions, please call Mrs. J.B. Ford, Division of Management  
Policy, 443-2546.

Thomas L. Austin, D.M.D.

Attachment



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Set- & e  
Indian Health Service

Memorandum

Date MAY 3 1989

From Deputy Director.

Subject Procedures for Requesting and Obtaining Approval of Leave

TO Area Directors

SGM 89-4

It has come to my attention that some Area Directors are **not following established** procedures for requesting and obtaining approval of leave.

All leave for Area Directors is required to **be approved prior to leave being** taken except in emergency situations. Proposed leave is requested to be **Submitted** along with the quarterly travel plan **fifteen (15)** days before each quarter to **the Deputy Director, Ii% Standard** form (SF) 71, Application for **Leave, is to be used** for **this** purpose. Form PhS 1345 is used for Commissioned Corps Officers.

Emergency or unplanned leave **must be communicated by telephone to the Deputy Director, IHS, by the designated Acting Director, Area Office, on the day the leave is taken by the Area Director and followed with an SF-71 or PHS-1345 to satisfy the** leave recording requirement.

Your cooperation in following these procedures will be appreciated.

  
Robert Singyke